



**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES PROGRAM DIVISION DIRECTOR**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public and current state employees
Location: 55 Farmington Avenue, Hartford, CT
Job Posting No: 116863
Hours: 40 Hours per Week
Salary: MP-70 \$105,623.00 - \$144,021.00 annually
Closing Date: October 23, 2017

Eligibility Requirement: This is a competitive classification that **DOES NOT** require candidates to have applied for and passed the Social Services Program Division Director examination. **EXAMINATION IS NOT REQUIRED. Candidates MUST POSSESS the GENERAL EXPERIENCE to qualify.**

Knowledge, Skills and Abilities:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of programs administered throughout the department; considerable knowledge of principles and methods of social services administration; considerable knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret laws, regulations and statistical reporting data.

General Experience:

Ten (10) years' professional experience in the delivery of social or human services programs.

Special Experience:

Two (2) years of the General Experience must have been in a managerial capacity.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in social work, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Preferred Skills: Preference will be given to candidates who possess a comprehensive understanding of the Department of Social Services Medicaid-related programs, policies and relationships with other Connecticut Health and Human Service agencies. Leadership experience with large Information Technology system design, development and implementation to include procurement, contract, service level and vendor management.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment ([CT-HR-12](#)). Please **mail** your completed CT-HR-12, a cover letter and two (2) supervisory reference letters (State employees must submit their two (2) most recent Performance Appraisals instead of references and please submit Attendance Records from October 2015 to present) to:

**Ms. Ronnell Young, HR Specialist
The Department of Social Services
Human Resources Division
55 Farmington Avenue – 5th Floor
Hartford, CT 06105**

~PLEASE BE ADVISED THAT HAND-DELIVERED, FAXED, DROP-OFF OR INTEROFFICED APPLICATIONS WILL NOT BE ACCEPTED~

APPLICATIONS MUST BE RECEIVED BY OCTOBER 23, 2017 CLOSE OF BUSINESS

Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact the Affirmative Action Division at 860 424-5501 or Terri-Lynn.Johnston@ct.gov